

# REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO.

453

PAGE  
NO. 1

1. Requesting Agency

2. Division or Bureau of Requesting Agency

Board of Examiners and Registration of Architects

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.																								
1	<p><b>GENERAL ACCOUNTING RECORDS</b></p> <p>Size: Varied Quantity: 5 legal file drawers File Arrangement: Chronological Audit: State</p> <p>This record series includes all standard State accounting forms, as well as general accounting records which are supporting data to the permanently retained General Ledgers or other books of final entry.</p> <p>These records have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later. All or some of the following records are found in each agency:-</p> <p style="text-align: center;">COMPTROLLER OF THE TREASURY</p> <p><u>Form No.</u></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">E-1-S</td> <td>Memorandum of Adjustment</td> </tr> <tr> <td>E-1 &amp; E-1/2</td> <td>Distribution of Charges</td> </tr> <tr> <td></td> <td>Transmittal</td> </tr> <tr> <td>DD-1</td> <td>Certificate of Deposit and Bank Deposit Slip</td> </tr> <tr> <td>GAO-1 &amp; GAO-1B</td> <td>Monthly Report of State Funds Collected and Deposited</td> </tr> <tr> <td></td> <td>Distribution of Unexpended &amp; Obligated Balances</td> </tr> <tr> <td>GAO-B15</td> <td>Monthly Statement of Balances</td> </tr> <tr> <td></td> <td>*Transmittals (General Schedule G-5, Item 3)</td> </tr> <tr> <td></td> <td>*Warrants, Paying &amp; Receiving (General Schedules G-3 and G-4, Item 3)</td> </tr> </table> <p>*State Treasurer's copies of Transmittals and Warrants are either permanently retained or microfilmed and the film retained permanently.</p> <p style="text-align: center;">PURCHASING BUREAU (DEPARTMENT OF BUDGET &amp; PROCUREMENT)</p> <table style="width: 100%;"> <tr> <td style="width: 20%;">1-A</td> <td>Requisition for Supplies (also Agency Inter-office Requisitions)</td> </tr> <tr> <td>47-A</td> <td>Purchase Order</td> </tr> <tr> <td>100-16</td> <td>Out-of-Schedule Requisition for Supplies</td> </tr> </table> <p style="text-align: right;">(continued)</p>	E-1-S	Memorandum of Adjustment	E-1 & E-1/2	Distribution of Charges		Transmittal	DD-1	Certificate of Deposit and Bank Deposit Slip	GAO-1 & GAO-1B	Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended & Obligated Balances	GAO-B15	Monthly Statement of Balances		*Transmittals (General Schedule G-5, Item 3)		*Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3)	1-A	Requisition for Supplies (also Agency Inter-office Requisitions)	47-A	Purchase Order	100-16	Out-of-Schedule Requisition for Supplies	
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7. Agency, Division or Bureau Representative

Ruth H. Conington Secretary  
Signature Title

Nov 13 1969  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/24/69  
Date

Maurice L. DeWolf  
Archivist

11/25/69  
Date

Leah M. Heald  
Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

SCHEDULE  
NO. **453**  
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1 (cont.)

Form No.

**PURCHASING BUREAU (cont.)**

39-A & 40-A Stores Requisition  
CF-2 & CF-3 Copy of Contract Awarded  
27-A " " " "  
100-24 Actual Emergency & Repairs Report  
26-A Notice of Award of Contract  
51 Report of Partial Delivery  
52 Credit Memorandum

**BUDGET BUREAU (DEPARTMENT OF BUDGET & PROCUREMENT)**

BB-1 (revised,  
formerly BB-1 & BB-2) Budget Schedule Amendment  
BP Inv. R101 Report of Fixed Assets  
BP Inv. R102 Report of Materials & Supplies  
BP Inv. 31-6 Materials and Supplies Physical Inventory  
BP 1-11 Budget Estimates  
BB-40 Request for Position Action

**GENERAL ACCOUNTING RECORDS**

Paid Bonds  
Paid Bills and Invoices  
Receipt Copies and Stubs  
Bank Books, Statements, and Deposit Receipts  
Cancelled Checks, Check Copies & Check Stubs  
Reconciliation and Trial Balance Sheets  
Budget Papers and Work Sheets  
Requisitions and Purchase Orders  
Delivery Orders and Receipts  
Receiving Reports  
Daily and Monthly Time Sheets  
Gas Withdrawal Tickets and Mileage Reports  
P-1 Stock Record Card  
P-3 Memorandum Receipt & Property Condemnation Report  
P-7 Delivery Order & Receipt  
Periodic Financial Reports to Local and State Agencies  
Withholding Tax Forms and Statements (Local, State and Federal)

**PAYROLL ACCOUNTING**

Payroll & Check Register (formerly Payroll Journal), [General  
Schedule G-2, Item 1-d]\*  
Payroll Exceptions Time Report (formerly Payroll Exceptions,  
Additions & Deductions), [Gen. Sched. G-2, Item 2-b]\*  
Payroll Warrants, [Gen. Sched. G-3, Item 3]\*  
Payroll Transmittals, [Gen. Sched. G-5, Item 3]\*

\*State Treasurer's copies of the Payroll records are the master copies  
and are either permanently retained or microfilmed and the film retained  
permanently.

Tab cards (punched cards) used for intermediate accounting purposes,  
and all printed and mimeographed material are considered nonrecord within  
the meaning of the statute governing nonrecord material (Annotated Code  
of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be de-  
stroyed as soon as no longer needed by the office and their retention is  
not necessary to maintain an audit trail.

RECOMMENDATION: RETAIN ALL EXCEPT NONRECORD MATERIAL FOR THREE YEARS  
OR (IF SUBJECT TO AUDIT) UNTIL AUDITED, WHICHEVER IS  
LATER, THEN DESTROY.

(continued)